

EFFECTIVE

April 1, 2011.

SUBJECTS

1. Payment authorization maintenance.
2. Unlicensed relative and Child Support.
3. Child support obligation.
4. Placement of sibling groups.
5. Exception process for foster care placements.
6. Basic assessment process for relative placement.
7. Relative licensing waiver process.
8. Process for requesting placement in adult foster care.
9. Institutional placements of youth under age of 10 years.
10. Placement limitations for jail, correctional, or detention facilities.
11. Return of children to parental care prior to adjudication.
12. Law Enforcement Information Network (LEIN).
13. Incarcerated parents.
14. Parenting time guidelines.
15. Foster care worker visitation requirements.
16. Documenting parent/child visits in service plan.
17. DHS counseling/therapy services.
18. Screening for educational needs of foster children.
19. Fingerprinting foster home licensing and adoption applicants.
20. Release of confidential foster care information.
21. School transportation payment process.
22. Reimbursement for counseling/therapy.
23. Documentation in service plans and parent-agency treatment plan.
24. Calendar and business days.

722-1 Foster Care-Entry into Foster Care

1) PAYMENT AUTHORIZATION MAINTENANCE

Policy is updated to include all situations when payment authorizations in SWSS-FAJ need to be reviewed and modified or terminated as appropriate. "Change in determination of care (DOC) rate" was added as an additional reason for payment maintenance.

Reason: Foster Care Program Office clarification.

2) UNLICENSED RELATIVE & CHILD SUPPORT

Policy is updated to reflect the process for opening Medicaid (MA) for a child in an unlicensed relative placement. Foster Care workers must open MA in SWSS-FAJ for children in unlicensed relative placements. The opening of MA in SWSS-FAJ also generates an automatic referral to child support.

Reason: BEM-117, Departmental Wards, Title IV-E and Adoption Assistance.

3) CHILD SUPPORT OBLIGATION

Policy is updated to reflect change in a parent's child support obligation following termination of parental rights. If the court orders a parent's child support obligation to continue after termination of parental rights, the foster care worker must continue to process referrals and on-going notifications to Child Support and Friend of the Court.

Reason: Court ruling *In re Beck Minors*, 287 Mich App 400 (2010).

722-3 Foster Care- Placement/Replacement

4) PLACEMENT OF SIBLING GROUPS

Policy is updated to include a link to FOM 922-1, Foster Home Development, licensing variances. Foster home licensing rule variances can be requested to allow for siblings to be placed together when foster home capacity is a barrier.

Reason: Bureau of Children and Adult Licensing recommendation.

5) EXCEPTION PROCESS FOR FOSTER CARE PLACEMENTS

Policy is updated to include use of DHS-399, Foster Care Placement Exception Request, and DHS-396, Residential Placement Exception Request, when requesting placement exceptions. Policy is updated to include placement of children out-of-county and more

than 75 miles away from removal home as one of the reasons to request an exception.

Reason: Field Operations Administration/Urban Field Operations recommendation.

6) PROCESS FOR RELATIVE PLACEMENT

Policy is revised to reflect the updated process for a child's placement with an unlicensed relative. Within 30 calendar days of the child's initial placement with a relative, the assigned foster care worker or child welfare designee must discuss licensure with the relative caregiver and complete the DHS-197, Relative Caregiver Home Study Outline. The completion and approval dates of the DHS-197 must be documented in SWSS-FAJ. The DHS-197 must be completed and approved prior to referring the relative for foster care licensure to a certification worker. Referral to the certification worker for licensure must occur within 10 calendar days after DHS-197 approval. For replacements, the DHS-197 must be completed prior to placement in the relative home.

Reason: Foster Care Program Office recommendation.

7) RELATIVE LICENSING WAIVER PROCESS

Policy requiring a copy of the DHS-875, Waiver of Foster Home Licensure-Relative Caregiver, be forwarded to the relative licensing coordinator has been rescinded. Urban Field Operations and Outstate Field Operations provide oversight and tracking of the DHS-875. The approval or denial dates and reasons for waiver must be documented in SWSS-FAJ.

Reason: Foster Care Program Office, Urban Field Operations and Outstate Field Operations recommendation.

8) PROCESS FOR REQUESTING PLACEMENT OF CHILD IN ADULT FOSTER CARE

Policy was updated to remove the following sentence: "Documentation of consultation with the adult foster care licensing consultant

assigned to the facility regarding the appropriateness of the recommended placement.”

Reason: Bureau of Children and Adult Licensing recommendation and clarification.

9) INSTITUTIONAL PLACEMENTS OF YOUTH UNDER AGE OF TEN YEARS

Policy update includes use of DHS-396, Residential Placement Exception Request, when making an exception request. The DHS-396 is submitted for placement requests and placement extensions to Field Operations Administration/Urban Field Operations, where approval or denial of placement request is granted.

Reason: Field Operations Administration/Urban Field Operations recommendation.

10) PLACEMENT LIMITATIONS FOR JAIL, CORRECTIONAL OR DETENTION FACILITIES

Policy is clarified to specify that a foster care worker must move a youth within five calendar days of notification, from jail, correctional or detention facilities, when child is placed without a delinquency charge and signed court order, or when the court orders the child returned to foster care.

Reason: Foster Care Program Office clarification.

11) RETURN OF CHILDREN TO PARENTAL CARE PRIOR TO ADJUDICATION

FOM 722-6

Policy is revised to clarify the foster care worker’s role in returning children to parental care prior to adjudication. Policy revision also includes the Michigan law and Michigan court rule which are the basis for this process.

Reason: Office of Children's Ombudsman recommendation.

12) LAW ENFORCEMENT INFORMATION NETWORK (LEIN)

FOM 722-6A, Foster Care- Law Enforcement Information Network

Policy is updated to reflect the change of conviction to felony conviction of any non-parent adult or household member, when considering returning a child home or conducting parenting time in the parent's home. Policy was also updated with minor grammatical changes and changes made to improve clarity of content.

Reason: Foster Care Program Office clarification.

13) INCARCERATED PARENTS

FOM 722-6, FOM 722-8, FOM 722-8A, FOM 722-8C, FOM 722-9, FOM 722-9A, FOM 722-10

Policy revisions clarify the foster care worker's responsibility for working with incarcerated parents. Incarceration is no longer a reason for "Non-Participation" in service planning. Foster care workers must make reasonable efforts to engage incarcerated parents in service planning, court hearings, and in the permanency planning conference (PPC) process.

Reason: Court Ruling, *In re Mason Minors*, 486 Mich 142 (2010) and L-10-117-CW, Practice Changes Required for Incarcerated Parents.

FOM 722-6 Foster Care- Developing the Service Plan

14) PARENTING TIME GUIDELINES

Policy is updated to define an infant as a child aged 0-2. Parenting time with infants should be more frequent than once weekly.

Reason: Foster Care Program Office clarification.

**15) CASEWORKER
HOME VISITS WITH
FOSTER CHILDREN**

Policy is updated to clarify the definition of a “quality” visit between foster care worker and foster child. Policy details frequency of required visits, the information that must be collected, where the information is to be documented in the service plans, and tools created for use during visits to help document information. Policy also includes foster care worker’s role in discussing safe sleep guidelines with the child’s caregiver and ensuring that guidelines are being followed. Visit requirements for first month after initial placement of a foster child have also been clarified.

Reason: FOB 2010-004, Foster Care Interim Policy Bulletin: Home Visits, Transportation Assistance.

**16) DOCUMENTING
PARENT/CHILD
VISITS**

Policy is updated to include directions for documenting parent/child visitation in social work contacts section of service plans.

Reason: Urban Field Operations/Field Operations Administration and Foster Care Policy Office clarification

**17) DHS
COUNSELING/
THERAPY SERVICES**

New policy is added to address the purpose of counseling services in foster care, referral process, service delivery requirements, required forms, termination of counseling services, monitoring counseling service delivery, and process for taking action when non-compliance occurs within contracted counseling service delivery.

Reason: L-09-151-CW, Counseling Services Contracts.

**18) SCREENING FOR
EDUCATIONAL
NEEDS**

Policy is updated to direct workers to use the Child Assessment of Needs and Strengths to assess and document a youth’s educational needs.

Reason: Foster Care Policy Office clarification.

**19) FINGER-
PRINTING FOSTER
HOME LICENSING
AND ADOPTION
APPLICANTS**

FOM 922-1 Foster Family Development

Policy is updated by removing the fingerprinting process used with a previous fingerprinting contractor. Policy also contains further clarification identifying where fingerprinting results must be stored. Law Enforcement Information Network (LEIN) was changed to Internet Criminal History Access Tool (ICHAT).

Reason: Foster Care Program Office and Bureau of Children and Adult Licensing clarification of policy.

**20) RELEASE OF
CONFIDENTIAL
FOSTER CARE
INFORMATION**

FOM 722-8C Foster Care- Parent-Agency Treatment Plan

Policy is updated to include redaction of confidential information from the DHS-67, Parent-Agency Treatment Plan, prior to distribution to parent, foster parent or any caregiver.

Reason: Foster Care Program Office recommendation to make FOM policy consistent with SRM policy.

**FOM 903-9 Payment Resources- Non-scheduled Payments
DHS-634**

**21) SCHOOL
TRANSPORTATION
PAYMENT PROCESS**

Policy is updated to include the process for reimbursement of school transportation expenses.

Reason: FOB 2010-004, Foster Care Interim Policy Bulletin: Home Visits, Transportation Assistance.

**22)
REIMBURSEMENT
FOR COUNSELING/
THERAPY**

Policy is updated to include the process for payment of contracted counseling providers. This policy revision includes details on how to process these payments and what services are not billable or reimbursable counseling services for foster care youth and their families.

Reason: L-09-151-CW, Counseling Services Contracts.

**23)
DOCUMENTATION IN
ISP/USP/PATP**

FOM 722-8, 722-8C, 722-9

Policy is updated to reflect information collected during home visits that must be documented in the initial service and updated service plans, and parent-agency treatment plans, including discussion of safe sleep guidelines with the caregiver. Policy updates also include direction to document all required face-to-face contacts in social work contacts.

Reason: Foster Care Program Office recommendation.

**24) CALENDAR AND
BUSINESS DAYS**

FOM 722-1, 722-3, 722-6, 722-8, 722-9

Policy is updated to clarify days to reflect as a calendar or business day.

Reason: Foster Care Policy Office clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

**FOM 722-1
FOM 722-3
FOM 722-6
FOM 722-6A
FOM 722-8
FOM 722-8A
FOM 722-8C
FOM 722-9
FOM 722-9A
FOM 722-10
FOM 903-9
FOM 922-1**